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7 February 1961

MEMORANDUM FOR : Chief, Personnel Section, DPD
Chief, Security Section, DPD
Chief, Cover Section, DPD
Chief, Finance Section, DPD
Chief, Communications Section, DPD
Chief, Materiel Branch, DPD
Chief, Development Branch, DPD
Chief, Operations Branch, DPD

SUBJECT : Detachment "H" Work Schedule for February and March 1961

1. For a number of reasons Detachment "H" has to observe a work schedule that differs greatly with that of Project Headquarters. As a consequence, all addressees are reminded that these work schedules must be taken into account when communicating by cable with the Detachment. Two things must be observed:

a. Originators of messages should be certain that any precedence higher than Routine when sent on any of the non-work days will require special handling and call-out at the other end.

b. On the other hand, where it is necessary to effect immediate action at the other end and the message normally would be sent Routine, the precedence of Priority or Operational Immediate should be used on the non-work days.

2. Following is the work schedule planned for February and March:

a. February:

On Duty--1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 13, 14,
20, 21, 22, 23, 24, 27, 28.

Off Duty--

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b. March:

On Duty--1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16,
19, 20, 21, 22, 23, 26, 27, 28, 29, 30, 31.

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Chief, Administrative Branch
DPD-DD/P

Distribution:

- 1 - DPD/PERS
- 2 - DPD/SO
- 3 - DPD/COVER
- 4 - DPD/FIN
- 5 - DPD/COMMO
- 6 - DPD/MAT
- 7 - C/DPD/DB
- 8 - C/DPD/OPS
- 9 - DPD/ADMIN
- 10 - AC/DPD
- 11 - ASST CH/DPD
- 12 - DD/P
- ✓ 13 - DPD/RI

DPD-DD/

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